

**University of Cambridge Computer Laboratory
Health and Safety Committee**

Chairman: Dr P Brooks

Secretary: Mrs Helen Scarborough

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 31 January 2017 in SW00 William Gates Building.

Present: Dr P Brooks, Mr I Burton-Palmer, Dr M Kuhn, Mr M McDonnell, Mrs J Rook, Mrs M Sammons, Mrs H Scarborough, Mrs C Stewart.

Apologies: None.

1. Minutes of the last meeting

The minutes of the last meeting were approved.

2. Matters arising from the previous minutes

Nothing to report.

3. Correspondence

Nothing to report.

4. First Aid and Accidents

Piete Brooks and Helen Scarborough both to undertake First Aid at Work requalification training during Lent 2017.

5. Workplace and Risk Assessments

Nothing to report.

6. Fire

- 6.1** Work is ongoing for the production of building maps with overlay to include defined Fire Warden region and routes. MMc to investigate the possibility of mounting the second floor central evacuation chair on a bracket.

ACTION: MMc

- 6.2** 12 new Fire Wardens have been recruited with training scheduled for Monday 6 February 2017. It is hoped to recruit a few more Fire Wardens to fill in some gaps.

ACTION: MMc

- 6.3** IBP confirmed a key for the post located near the external bike store has been placed in the Fire Brigade box.

7. Building Matters

7.1 CS confirmed that members of SSCOF had been told to report all bicycle/part thefts to CS/MS. MS will set a reminder to mention reporting of bicycle/part thefts at the first SSCOF of each Academic Year.

7.2 Building Services keep a record of all thefts from the area. A theft of bicycle parts was reported to Building Services on 21 November 2016.

7.3 Following an incident over Christmas when the hot water temperature was 17 degrees Celsius but returned to normal before the building reopened, there is a desire to have automatic, rather than manual, monitoring of the temperature for Legionnaires' conformance. The monitoring points were included when the system was designed and installed, but the sensors were not fitted. IBP will contact EMBS to have the installation completed.

ACTION: IBP

7.4 Problems with the maintained lights have not been dealt with in a timely fashion as it is very hard to process the fault logs. IBP has found some software to make things much easier, and when the current lighting work is completed, the software will be installed and configured.

ACTION: IBP

EMBS had agreed to supply an electrician for 2 days per month to install emergency lights. IBP had expected this to begin in January so will chase EMBS for a start date.

ACTION: IBP

Work is well underway for upgrading Atrium lights to LED lights.

7.5 No action has been taken regarding the resurfacing of the visitor car park. The setts sometimes come loose, and EMBS come and fix them every year or two. No immediate concerns were apparent so, unless any problems occur, it was agreed we should review this in one year.

8. Lasers

Nothing to report.

9. West Cambridge Site

Nothing to report.

10. Any Other Business

Work to the Intel Lab balcony extension has caused a water leak in LT2. Balcony works are ongoing but IBP will consult with them regarding the wet weather forecasted with consideration to place work on hold for a few days

ACTION: IBP

There is currently a nursing mother using the First Aid room so the heater should be left on. IBP will remove the heater when it is no longer required.

Website to be updated with Policy and Procedure in relation to risk for expectant mothers.

ACTION: CS

MMc to serve as the representative on the School of Technology Fire Safety Sub Committee.

Matthew Danish to be the CL representative for Sustainable Travel User Group for West Cambridge

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 9 May 2017 in Room SW00.